



State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF INFORMATION TECHNOLOGY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

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Subject: IT Request and Budget Process

Pursuant to LAC 4:XV.101, et seq., the Office of Information Technology (OIT) is revising its IT Oversight process regarding IT Request and IT Budgeting as specified below.

The effective date of implementation is August 23, 2005.

If you have any questions regarding the IT request or budgeting processes please contact James Howze or Tom Burkes at 225-219-9470.

1.0 Scope of Authority

All entities under the authority of OIT as defined by R.S. 39:15.1 et seq. must comply with the IT Request process.

2.0 Overview

All IT projects and/or initiatives meeting the criteria for submittal specified below will require the approval of the Office of Information Technology (OIT). Requests for IT project/initiative approval shall be submitted to OIT on IT Request form (IT-10) and the supplementary Project Definition (IT-10A), Estimate of Benefits and Costs (IT-10B), and Office of Planning and Budget (CB8/NE) forms where applicable. No IT procurements or contracts related to a project/initiative \geq \$100,000 should be made until the appropriate **CIO Approval #** is received from OIT.

3.0 IT Requests

Departments/agencies must submit an IT-10 and a corresponding Office of Planning and Budget CB8/NE form as a justification for each **Information Technology (IT) project and/or initiative** request exceeding **\$100,000** in total cost over five years.

The IT-10 is intended to summarize all of the costs associated with a specific project or initiative. For example, a Storage Area Network (SAN) implementation effort that will exceed \$100,000 in total cost over five years would require that the department prepare one *IT Request (IT-10)* form describing the overall project and include the detail costs for professional services, equipment, software, personal services, etc. that may span several contracts or POs.

4.0 Criteria for Submittal

The following criteria are to be used to determine whether an IT-10, and the accompanying IT-10A and IT-10B are required.

1. An IT Request form (Form IT-10) must be submitted for any IT project/initiative that is \geq \$100,000 in value over five years. An IT project/initiative is defined as an organized set of IT related tasks or activities with a definite beginning and end that could require multiple procurements¹. To determine if a project/initiative meets the \$100,000 threshold criteria, the total cost of the proposed project/initiative should be considered and not the cost of individual components or acquisitions².
2. An IT Request (Form IT-10) must be submitted for any IT project/initiative that is not consistent with published OIT standards, even if it falls below the \$100,000 threshold. However, an IT-10 is not required for IT hardware and software maintenance renewal contracts.
3. An electronic copy of the corresponding CB8/NE Budget Package form as required by the Office of Planning and Budget should be attached to each IT-10. For IT mid-year requests this should be the corresponding CB8/NE where the funds were requested during the FY budget process.
4. In addition to the IT Request (IT-10) and the accompanying CB8/NE forms, an IT Project Description (IT-10A) and an Estimate of Benefits and Costs (IT-10B) must also be submitted for any IT project/initiative that is \geq \$500,000 in value with the exception of the following: PCs, laptops, desktop/networked printers and scanners, desktop software, and operating system software. However, the IT-10 is required even if the IT-10A or 10B are excluded.
5. All PC and workstation replacements, including notebooks, should be combined into a single IT-10 form for the entire department using standard rates established by OIT. The standard rates will be distributed to departments via the Technical Advisory Group mail list.
6. All standalone and network printer replacements should be combined into a single IT-10 form for the entire department using standard rates established by OIT. The standard rates will be distributed to departments via the Technical Advisory Group mail list.

¹ Examples of IT project/initiatives are: system development project, software acquisition and installation, hardware acquisition and installation, operating and/or host services contract, consulting services contract, enhancements and upgrades to existing systems, telecommunications services, IT training.

² OIT approval does not obligate nor imply availability of funding. Agencies are required to comply with all procurement statutes, rules and policies. Any non-competitive procurements requiring OIT approval should be requested under separate cover.

7. Once an IT Request (IT-10) has received approval from OIT (has been assigned a CIO Approval#) a subsequent IT-10 form will not have to be resubmitted for specific acquisitions that were included in the approved IT Request unless the project information materially changes (i.e., change in technical approach or scope, increase in total costs by 15% or more).

Examples of Projects and/or Initiatives that **require** an IT-10 are:

- New systems development projects/initiatives
- Major upgrade or enhancement to an existing system
- Acquisition of hardware, software, networking, or IT services
- Items that may be procured off state contract
- Initiative that don't comply with established OIT standards or published directions

Example of IT expenses that **do not require** an IT-10 are:

- Continuation of an existing contract, multi-year lease, lease purchase, or finance agreement for equipment that has been approved by OIT through an IT Request
- Hardware and software maintenance renewal contracts – Object Code 2820 Maintenance of Data Processing Equipment and Object Code 2825 Maintenance of Data Processing Equipment – Software
- Acquisitions that were included in a previously approved IT Request (has been assigned a CIO Approval #) unless the project/initiative materially changes (i.e., change in technical approach or scope, increase in total costs by 15% or more).

5.0 Emergency Acquisitions

The Chief Information Officer, head of a state agency, or either officer's designee may waive the requirement for obtaining a CIO approval number prior to an acquisition when there exists an imminent threat to the functioning of Louisiana government, public health, welfare, safety, or public property under emergency conditions. Emergency acquisitions shall be limited to only those items, services, or major repairs necessary to meet the emergency. Agencies must still comply with all procurement statutes, rules and policies.

A follow-up IT Request (IT-10) should be submitted to OIT as soon as time permits, and must contain adequate justification for the emergency. Appropriate records should be maintained by the agency that lists:

- a. Each vendor's/contractor's name;

- b. date of acquisition
- c. the amount and type of each acquisition; and
- d. a listing of the items, services, or major repairs procured.

6.0 IT Budget Request

The Office of Information Technology is responsible for reviewing all IT Budget Requests and making recommendations to the Office of Planning and Budget. To fulfill this legislative obligation, OIT requires that each department review its IT plans, proposals, and anticipated acquisitions for the budgeted FY from a strategic, financial, and management perspective and then prepare and submit the IT forms according to the instructions issued by the Office of Planning and Budget. The IT Budget preparation instructions are published annually and are available on the OIT web site at:

<http://www.doa.louisiana.gov/oit/budgeting/index.htm>

6.0 Forms

IT Request forms should be submitted electronically by e-mail to OIT as follows:

1. IT Budget Requests related forms to itbudget@la.gov
2. IT Requests (mid-year) related forms to itrequest@la.gov

The following forms and documents used in support of these instructions are available on the OIT web site at <http://www.doa.louisiana.gov/oit/index.htm>

- IT-0 -- IT Department Cost Summary
- IT-10 -- IT Request (Excel)
- IT-10A -- IT Project Definition (Word)
- IT-10B -- Estimate of Costs and Benefits (Excel)
- CB-8/NE -- Office of Planning and Budget Standard Forms (Excel)